

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

SENIOR PUBLIC SERVICE ADMINISTRATOR - 40070

Monthly Salary Range: \$4295 - \$10,093

Options:

- 1, MC1, and S1 General Administration/Business/Marketing/Labor/Personnel
- 2, MC2, and S2 Fiscal Mgmt./Accounting/Budgeting/Internal Auditing/Insurance/Financial
- 2B Financial Regulatory
- 3, MC3, and S3 Management Information Systems/Data Processing/Telecommunications
- 4, MC4, and S4 Physical Sciences/Environmental
- 5, MC5, and S5 Agriculture/Conservation
- 6, MC6, S6, and PO6 Health and Human Services
- 7, MC7, and S7 Law Enforcement/Correctional
- 8, M8T, and S8 Special License (See reverse side for listing)

NOTE: Use CMS 100 application. Language options may be listed after position title (SPSA, S1, S2, S3, etc.). All selected options may be listed on this one form. Polish Speaking option is PO6. Spanish Speaking options are S1, S2, S3, S4, S5, S6, S7, S8. Manual Communication options are MC1, MC2, MC3, MC4, MC5, MC6, MC7 and M8T.

General duties: A Senior Public Service Administrator plans, develops, directs, coordinates, administers or reviews operational activities; acts authoritatively on policy making issues impacting agency management and statewide operations; performs highly complex and specialized studies; reviews administrative and related laws; directs program budget preparation and control, appropriation of expenditures; and maintains working relationships with Federal, State and local officials.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of college, plus four years of progressively responsible administrative experience in a public or business organization including 1 year administrative experience directly related to the option applied for; or equivalent combinations of training and experience. Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee. Candidates applying for option 8 should have copy of valid Illinois license/certificate attached to their application.

(Continued on reverse side)

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed (CMS 100) application to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application. When applying for Option 8 it is preferred that a copy of your valid Illinois license/certificate accompany your application.

AN EQUAL OPPORTUNITY EMPLOYER

Option 2B Established 10/25/02, 3-1-97 Acceptable Lic., 5-15-97 Add. Lic./Cert., Grade Statement Added 5-07-02, MC added 9-16-03, 8-16-94 Opt. S1-S8, Salary 12-2-05, Counties Updated 4-13-05, Sub-option 8Z added 10-09-02, M8T added 8-12-04, PO added 1-18-05

Acceptable Licenses/Certificates

- 8A Architect Certificate
- 8B Boiler Inspector License
- 8C Certified Public Accountant/Certified Internal Auditor
- 8D Dentist License
- 8E Professional Engineer Certificate
- 8G Geologist License
- 8H Environmental Health Practitioner
- 8I Auctioneer License
- 8K Licensed Psychologist
- 8L Law License
- 8M Veterinary Medicine License
- 8N Registered Nurse License
- 8O Occupational Therapist
- 8P Pharmacist License
- 8Q Nursing Home Administrator License
- 8R Real Estate Broker's License
- 8S Licensed or Clinical Social Worker Certificate
- 8T Administrative Teaching Certificate Type 75
- 8Z Certified General Real Estate Appraiser License or Certified Residential Real Estate Appraiser License

NOTE: All licenses/certificates must be current and valid in Illinois.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Options MC1 through MC7 and M8T - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Options S1 through S8 - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Option PO6 – Polish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Polish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established:

Option 1 - Champaign, Clinton, Cook (MC) (SS), DuPage, Effingham, Jefferson, Kane, Lake, Madison, McDonough, McLean, Morgan, Peoria, Perry, Randolph, Rock Island, Sangamon, St. Clair, Will, Williamson, Winnebago.

Option 2 - Cook, Kane, Sangamon, Williamson, Winnebago.

Option 3 - Cook, Lake, Sangamon.

Option 4 - Champaign, Cook, Jackson, Kane, Logan, Macon, Madison, Peoria, Sangamon, Williamson, Winnebago.

Option 5 - Champaign, Clinton, DeWitt, Franklin, Knox, Lake, Madison, Sangamon, Shelby, Whiteside.

Option 6 - Champaign, Clinton, Cook (PO) (SS), DuPage, Fayette, Grundy, Jefferson, Kane (SS), Kankakee, Knox, Lake, Lee, Livingston, Logan, Madison, McHenry, Morgan (MC), Peoria, Randolph, Sangamon (MC), St. Clair, Union, Vermilion, Will, Williamson, Winnebago.

Option 7 - Alexander, Brown, Carroll, Champaign, Christian, Clinton, Cook, Crawford, DeWitt, DuPage, Fayette, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Jo Daviess, Johnson, Kane, Knox, Lake, La Salle, Lawrence, Lee, Livingston, Logan, Macon, Madison, Massac, Montgomery, Morgan, Peoria, Perry, Randolph, Rock Island, Saline, Sangamon, Schuyler, St. Clair, Tazewell, Vermilion, Whiteside, Will, Winnebago.

Option 8 - Adams, Brown, Champaign, Clinton, Cook (MC) (SS), DuPage, Fayette, Fulton, Johnson, Kane, Kankakee, Knox, Lake, La Salle, Lee, Livingston, Logan, Macon, Madison, Montgomery, Morgan (MC), Peoria, Randolph, Rock Island, Sangamon, Union, Vermilion, Will, Williamson, Winnebago.

(MC) Indicates Manual Communication Skills Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

(PO) Indicates Polish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

Option 2B: Financial Regulatory

General duties: An SPSA option 2B, subject to management approval, organizes, plans, develops, executes, controls and evaluates examinations of foreign banks, state banks, their subsidiaries and affiliates; establishes examination procedures, standards and objectives. Conducts special examinations and confers with bank and holding company officials regarding the financial condition, legal compliance and internal management problems of the bank. Approves or disapproves applications for chartering new banks, converting national banks to state charters, reorganizations of failing banks, acquisitions of banks and their subsidiaries, mergers, consolidations, bank custody and bank dissolutions.

Oversees special examinations or investigations of problem depository institutions including those with suspected financial irregularities or criminal activities; prepares written reports of findings. Suggests corrective action plans for depository institutions and monitors the institution's improvement. Recommends proposed remedial action including the issuance of cease and desist orders, the levying of civil monetary penalties, or the removal of depository institution officers and directors.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of college, plus four years of progressively responsible professional administrative experience in banking or regulatory banking; or equivalent combinations of training and experience.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Champaign, Cook, Effingham, Knox, Madison, Morgan, Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.